

SECRET

DD/S 71-1136

2 APR 1971

MEMORANDUM FOR: Director of Communications  
✓ Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff  
[REDACTED]

25X1A

SUBJECT: Personnel Ceilings for FY 1972

REFERENCE: Memo from Ex Dir -Compt to DD/I, DD/P, DD/S&T,  
and DD/S, dtd 5 Mar 71, same subj

1. On 18 February 1971 you were advised of your new Staff personnel ceiling figure for FY 72.

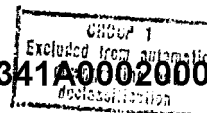
2. The Executive Director -Comptroller has in referenced memorandum (a copy of which is attached) outlined guidance for the procedure in adjusting your staffing complement. Your request for adjusted staffing complement should be submitted in accordance with paragraph 3 of reference to this office no later than 14 May 1971. It will not be necessary that a new Table of Organization, in its entirety, be prepared. Deleted positions should be identified by position number. Changes in grades or position titles should also be listed.

25X1A

[REDACTED]  
John W. Coffey  
Deputy Director  
for Support

Attachment

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Encls.

71-11

5 MAR 1971

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Personnel Ceilings for FY 1972

1. Each Deputy Director has been assigned new personnel ceilings for Fiscal Year 1972.
2. In reducing or adjusting your staffing complements to new ceilings, an effort should be made to provide a balanced position structure which maintains insofar as possible the present average grade.
3. The adjustment of staffing complements to ceiling should be accomplished by 1 June 1972. By this date all deletions or changes to staffing patterns should be submitted to the Director of Personnel, with a copy to the Director of Planning, Programming and Budgeting. Requests for exception to average grade controls should be fully justified through the Director of Personnel to the Executive Director-Comptroller.
4. If any serious problems of personnel assignment are anticipated or develop, they should be brought to the attention of the Director of Personnel who will provide necessary guidance.

  
L. K. White

Executive Director-Comptroller

cc: Director of Personnel

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification